

Daily Pool / Shuttle Services Team Standard Operating Procedures

Job Title: Auto Service Worker

Job Summary: Drive the Capital Shuttle and Transport motor pool vehicles to vendors for repairs and PM's.

Tasks and Responsibilities – Daily (D), Weekly (W), Monthly (M), Yearly (Y), and as Needed (AN)

- **Drive the Capital Shuttle.** There are two different shuttle routes from the State Capital (West and Downtown). The schedules for the driver are assigned by the Daily Pool / Shuttle Services Manager. Drivers are expected to leave the scheduled stops on time and record the number of passengers picked up and dropped off. The passenger information is entered into the shuttle rider ship database daily (D).
- **Vehicle Checks.** Once a week all the vehicles are physically inspected for damage and cleanliness. In addition the Auto Service Worker is responsible to report repair and maintenance issues to the Capital Pool Coordinator. (W)
- **Transport vehicles in the Capital Motor Pool to Vendor Locations.** As assigned by the Capital Pool Coordinator the Auto Service Worker transports motor pool vehicles. (AN)
- **Performs other tasks as assigned by the Daily Pool / Shuttle Services Manager as directed.** (AN)

Person(s) that back me up when I am on lunch, or take vacation/sick leave?

- The other Auto Service Worker or a temporary employee